

TUCVM Graduate Student Program Checklist

- ☐ **Select Courses, register (with Advisor input if applicable)** *(student and ADRAS support)*
- ☐ **Check about assistantship** *(PhD student and mentor, teaching or lab assistantship)*
- ☐ **Change from Conditional to Regular admission** *(student, if applicable)*
 - Fill form
 - Send to TU Graduate School
- ☐ **Transfer Credits from outside TU or from a graduate degree** *(up to 9 credits, student)*
 - Fill form, attach transcript
 - Send to TU Graduate School
- ☐ **Second Semester of Grad School**
 - Identify an Advisor for dissertation, thesis or non-thesis *(student)*
 - Assemble Graduate Advisory Committee (3-non thesis, 4 or more for others)
- ☐ **Presentation/defense of Research Project Proposal** *(student, mentor, & committee)*
Required for Admission to PhD Candidacy
- ☐ **After 15 Credit hours (30 for PhD), GPA 3.0 or higher, successful defense of Project Proposal**
 - Apply for Candidacy *(student and mentor; need Transcript, Project Title and Abstract; Deadlines*: Oct 19, April 29, June 16)*
- ☐ **Public Seminar/Presentation of Research Project Progress** *(required for PhD; student and mentor)*
- ☐ **Progress Evaluation plan** *(between student and mentor)*
 - Committee meets or gets updates each semester
- ☐ **Last Semester in Grad School**
 - ☐ **Application for Graduation** *(student; Deadlines*: Jan 20, June 10, Sept 10)*
 - Fill form and send to TU GS
 - ☐ **Non-Thesis**
 - Submit report, clear 'I' if applicable
 - ☐ **Thesis complete and satisfactory** *(student and mentor)*
 - ☐ **Preliminary Approval of Draft Thesis** *(mentor)*
 - Fill form
 - Send to TU GS
 - ☐ **Request for final Oral Exam** *(student and mentor)*
 - Fill form
 - Send to TU GS
 - ☐ **Final Oral Exam Report** *(committee)*
 - Fill form
 - Send to TU GS
 - ☐ **Thesis Final Copy to TU GS** *(student and mentor; Deadlines*: Apr. 3, July 8, Nov. 17)*
- ☐ **Certificate of Completion** *(ADRAS)*
 - Need to have completed all the above
 - Fill form and send to TU Graduate School

*: Exact dates vary from year to year. Please check <https://www.tuskegee.edu/graduate-school>